



STATE DEPARTMENT OF EDUCATION

P.O BOX 83720
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

DISTRICT LIST FOR SUBSTITUTE EMPLOYEES (OTHER THAN TEACHERS – SOTT)

A substitute, other than a teacher, is an individual who temporarily replaces a non certificated employee (i.e., administrative assistant, cook, custodian, bus driver).

EMPLOYEE NAME: _____

SS NO: _____ **DATE:** _____

DIRECTIONS:

- In order for the substitute employee, other than teacher, to appear on multiple district websites and avoid the cost of multiple criminal history checks, it is necessary to complete and submit this form and the completed fingerprint card to:

State Department of Education
Background Records Office
PO Box 83720
Boise, ID 83720-0027

Contact as necessary: Shannon Haas (208) 332-6888

- Please list, by district name and district identification number, up to five (5) districts in which the substitute is eligible to work as a substitute.
- If the substitute is offered a job in a district that is not on this list, a new Criminal History Check is required, accompanied by a \$40 fee.
- It is necessary that the appropriate superintendent/designee sign for each district in which the individual plans to substitute.

District/Agency	District Number	Superintendent/Designee Signature	Date